

Monday, March 13, 2023 1:30-3PM – TEAMS Meeting

COUNCIL MEETING AGENDA MINUTES

Call to order: The APSAC meeting was held on March 13th via TEAMS and began at 1:30 p.m. and was presided over by Laura Zeigler -President and serving as Secretary for this meeting as Alex was unable to attend the entire meeting.

APSAC Committee Members 2022-2023: Christina Egbert, Regina Gordon, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Kristine Frye, Laura Zeigler, Melissa Helmsing

Members present: Christina Egbert, Regina Gordon, Alexandra Backer, David Reynolds, Karen Louis, Polly Wallis, Nicole Welsh, Roy Danielian, Sable Eldridge, Kristine Frye, Laura Zeigler, Melissa Helmsing

Members not present:

HR Representative: Melissa Helmsing

1. Approval of Previous Month's Minutes:
 - 1.1. Karen: update 5.19.3 no new 2023 insurance cards to be issued.
 - 1.2. Karen: update 5.19.7 Karen will be meeting with Regina to discuss final annual report
 - 1.3. Kris 4.1.5 update name: Daniel Lin
2. Special Guest: Glen Nakata, VC Financial and Administrative Affairs to discuss how leadership can support APSAC.
 - 2.1. Thanked staff for support to continue functioning
 - 2.2. APSAC and CSSAC critical committees to success of campus to collaborate and get peoples thoughts and ideas
 - 2.3. Look to APSAC and CSSAC to better understand concerns and topics to address
 - 2.4. Scholarship program can help new students attain goals in getting their degree.
 - 2.5. Summerfest -redesigned and looking for feedback to bring community together
 - 2.6. Discussion on how to increase membership
 - 2.6.1. Work with Communication and Marketing to get message out there that we are here to serve professional staff and invite to meetings.
 - 2.6.2. Request for each dept/college have at least one member.
 - 2.6.3. Request for APSAC to send message to VC Dr. Drummond to present this topic and request support from colleges/Deans.
 - 2.7. Discussion regarding financial support for APSAC
 - 2.7.1. Transfer funds from VCFA to support professional development and scholarship dollars.
 - 2.7.2. APSAC committee will need to determine how to allocate funds once allocated.

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- 2.8 PFW Prepared Committee -has been redesigned to Campus Safety
 - 2.8.1. Has three subcommittees.
 - 2.8.1.1. Emergency Prepared
 - 2.8.1.2. Building Deputy
 - 2.8.1.3. Treat Assessment
- 3. HR Updates: Melissa
 - 3.1. Reminder Health Fair March 23
 - 3.2. Virtual Road to Retirement Event: March 29-31st
- 4. Treasurer's Report: David
 - 4.1. PD Budget: \$2203.82
 - 4.2. Operating: \$727.00
 - 4.2.1.No carry forward; Discussion with Glen necessary if desired for APSAC future use.
 - 4.3. Foundation: \$2,790.45
 - 4.4. APSAC Scholarship: \$0.0
 - 4.5. Total funding: \$4,994.27
- 5. Old business:
 - 5.1. APSAC Open Forum: Laura Zeigler
 - 5.1.1.Laura will secure time for two meetings
 - 5.1.2.All committee members welcome to participate
 - 5.2. Committee Spreadsheet for tracking APSAC sub-committee contacts.
 - 5.2.1.Appreciation to all members who have filled out the spreadsheet -Thank you
 - 5.2.2.Encouragement for others to fill out the spreadsheet prior to next meeting.
- 6. Committee Reports

Committee Assignments

- 6.1. APSAC Professional Development Committee: **Polly, Roy**
 - 6.1.1. Professional Development activity foster connections with new employees
 - 6.1.1.1. New employees -assign everyone a person to reach out tell them about APSAC; learn about their job; mentor them in a way; discuss any challenges with transitions that APSAC to support.
 - 6.1.1.2. Polly work with Kurt to get a list to everyone by end of day
- 6.2. APSAC Scholarship Committee: **Laura**
 - 6.2.1. No update -no funds to award.
- 6.3. APSAC Technology Team: Website Updates/Maintenance & LISTSERV: **Laura, Alex, Nicole**
 - 6.3.1. Laura continues to update LISTSERV
 - 6.3.2. Alex has access to the website is and is working on making updates

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6.4. APSAC Elections Committee: **Laura**

6.4.1. Open forums will be hosted in March/beginning of April

6.4.2. Request for article in Inside PFW will be requested to educate and encourage members to nominate a team member or themselves to serve

6.4.3. Request for Nominations will be sent mid/end of April

6.4.4. Elections will be sent in end of April/May

6.4.5. Start of term July 1

6.5. *APSAC Fundraising/Marketing Committee: pending 2023-2024 academic year*

6.6. Campus Master Plan (APSAC/CSSAC Presidents): **Laura**

6.6.1. Not currently active

6.7. Chancellor's Diversity Council: **Nicole, Dave**

6.7.1. One representative requested -Nicole will serve as primary.

6.7.2. Nicole is working with Committee to determine next meeting date.

6.8. Employee Recognition and Excellence Award: Karen, Dave, Roy

6.8.1. No updates

6.9. APSAC Affiliate Member to the Fort Wayne Senate: **Nicole**

6.9.1. Senate met today (3/13/23)

6.9.1.1. School of Education clinical promotion updates – approved and passed

6.9.1.2. Academic calendar for 2025/2026 year - approved and passed

6.9.1.3. Continued support of condemning the language used by PNW Chancellor and supporting the process to take action – approved and passed

6.10. Fort Wayne Senate: Budgetary Affairs Subcommittee: Polly,

6.10.1. Nothing to meet on until Fall

6.11. Fort Wayne Senate: Mastodon Athletic Subcommittee: **Karen, Roy**

6.11.1. Karen primary rep

6.11.2. Met on Feb 22nd

Men's Basketball team took international study trip -Blog to learn more can be viewed here:

<https://gomastodons.com/news/2022/8/10/mens-basketball-portugal-spain-blog.aspx>

6.11.3.

6.11.4. Basketball team funded the trip themselves

6.11.5. Any team can do this but the team must fund the trip themselves

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- 6.11.6. All athletes will have stoles for commencement. SALT will have a cord in addition for Commencement
 - 6.11.7. Discussion to have Faculty more involved with student athletes.
 - 6.11.8. Horizon mental health funds used for mental health programs
 - 6.11.9. DEI programming
 - 6.11.10. One Love did a program on digital relationships
 - 6.11.11. Two new members added: Academic Specialist -Grace Shinske and a new Athletic Director of MAP Center- March 15, Jason Baldwin.
 - 6.11.12. Fort Wayne Senate: University Resource Policy Committee: Laura
 - 6.11.13. Did not meet -no updates
 - 6.12. Food Service Committee: **Sable**
 - 6.12.1. **No updates -next meeting in April**
 - 6.13. Well-being Team: **Roy, Dave**
 - 6.13.1. Roy reported health Fair March 23
 - 6.13.2. 5K on April 22 -fundraiser for Food Pantry
 - 6.13.3. Weight room added two more mirrors
 - 6.14. Strategic Planning Committee: **Kris, Nicole, Polly**
 - 6.14.1. No report at this time- committee has not met.
 - 6.15. Summerfest: Redesigned
 - 6.15.1. Employee Recognition Event Planning Committee: **Melissa, Karen**
 - 6.15.1.1. This committee will become more active in May. APSAC Committee eager for elections to have a new member take an active role.
 - 6.16. University Budget: **Dave**
 - 6.16.1. Not currently active.
 - 6.17. University Council: **Laura, Nicole, Alex**
 - 6.17.1. No longer active per Kim Wagner
 - 6.18. West Lafayette Representatives: **Karen and Regina**
 - 6.18.1. Approval of Mitch Daniels School of Business
 - 6.18.2. 12th Annual Tuition Freeze
 - 6.18.3. 2023 Winter Recess Dates confirmed
 - 6.18.4. HR -reminder to finish up Performance Goals; Self -Evaluation due March 15 - Supervisor April
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6.18.5. NEED DATES for HR

6.18.6. Encourage supervisors to obtain feedback on employee WFH

6.18.7. Staff Town Hall held-President Chiang and Bill Bell, HR -

https://mediaspace.itap.purdue.edu/media/244952_MungTownHall/1_ibqji14k?_ga=2.20883704.1986972299.1678719772-2043318463.1677762392

6.18.8. Pharmacy vending machines

6.19. PFW Prepared Committee: **Dave**, Alex, Kris, Nicole

6.19.1. PFW Prepared Committee -has been redesigned to Campus Safety

6.19.2. Has three subcommittees.

6.19.2.1. Emergency Prepared

6.19.2.2. Building Deputy

6.19.2.3. Treat Assessment

6.19.3. Need one person to participate -if interested Dave will step down.

6.20. Quality of Place: **Kris**

6.20.1. All recommendations/ action plans to be submitted to Cabinet by March 25.

6.20.2. Subcommittees will meet this Friday to finalize their submissions.

7. New Business:

7.1. TransAmerica Life Insurance -Regina

7.1.1. Purdue no longer housing this option in Benefitfocus

7.1.2. If an employee has this insurance, they will be getting an increase of mail from the vendor possibly every two weeks

7.1.3. HR/Amy Jagger will send any new information on this topic to Regina to share with the committee

8. Motion to Adjourn: Kris 1st; 2nd Sable

Meeting Adjourned: 2:51 p.m.

Next meeting will be: Monday, April 10, 2023 1:30-3 p.m. via TEAMS